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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 10 February 1955

FROM : Chief, Real Estate & Construction Division

SUBJECT: Weekly Activity Report

1. Items of Special Interest:

a. DCI Move from Admin. Bldg. to South Bldg.:

- ✓ (1) Work in two dining areas substantially completed. Completion of work in kitchen pending delivery of combination sink and dishwasher.
- (2) Approximately 65% of framing for walls and ceiling in the DCI and DDCI suites is completed.
- (3) Alterations and renovations proposed for IAC Conference Room pending decision.
- (4) Memorandum to DD/S relative to assignment of additional space for GPO has been returned for rewrite.
- (5) Contractor to start work in reception area on 10 Feb.
- (6) General Counsel's Office will be moved to temporary quarters on 10 Feb. Contractor is scheduled to start work on space vacated by GC on 11 Feb.

b. Tunnel Project:

✓ Completion pending move of kitchen and dining area to South Bldg.

c. Tempo K Bldg. Cafeteria:

Memorandum contain status of our requests for improvements is in draft form and being reviewed prior to finalization.

d.

(1) Commo:

Information was received from OC/E requesting that an estimate be obtained on a saving which might result in reduction and elimination of certain facilities included in the approved project. This information was passed to

who have prepared the necessary correspondence to hold material orders pending decision. Later OC/E advised

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until we receive additional information from them, which we did.

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e. Building of TSS Laboratory []

25X1C

[] are now review plans and specifications with Div. representative. Several necessary modifications have arisen in connection with roadways and storm sewers. It will take approximately three to four weeks to complete these modifications.

2. General:

Regulation covering the functions of the Space Maintenance & Facilities Branch is being drafted.

3. Projects and Studies in Process:

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a. Construction and Utilities:

✓ (1) [] : Final inspection of work being made today.

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(2) []

(a) Records Center Bldg.: A contract to install the shelving for the building is being negotiated. Shelving for the first floor will be moved in ready for the contractor to start work by the end of this week.

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(3) []

(a) Claim for Extra: Contractor submitted request for extra which is presently being reviewed.

(b) Water Analysis: The analysis was received from [] and found to be incomplete. A letter is being prepared for [] requesting their assistance and recommendations regarding a competent water supply consultant.

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(4) []

(a) 11450 was approved for fire detection and the Field was notified by cable.

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(b) Cable received from Field concurring in Messrs. [] arrival on or about 1 March.

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(5) [] Division representative holding weekly meetings with consultant on preparation of plans.

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(8) Permit for []

Matter discussed with TSS. Further discussion to
be held []

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(9) Release re Insurance, Construction Contract []

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✓ Refund of premiums accepted for insurance coverage
during construction at [] and release forwarded
to the Contractor for execution.

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SECRET

10 February 1955

3C - Space, Maintenance and Facilities

a. Utility Wiring and Air Conditioning Contract:

25X1A Electrical outage to permit exchange of transformers at Building [] is scheduled for the 26th and 27th of February 1955. Memorandum will be prepared advising all concerned of the outage.

25X1A b. FI/[] - Conmo - Air Conditioning, []
Installation of twenty-five tons of air conditioning is still pending in view of other more pressing work.

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c. Request of DD/P for Additional Space:

It is understood that DD/P has prepared a memorandum requesting approval of DD/S concerning occupancy of space committed by GSA

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25X1A

d. []

1. A copy of a letter from GSA to the contractor was received in this Office indicating that increased transformer capacity etc. has been handled as an addendum to the original contract.

2. [] group forces has substantially completed all work in the sound laboratory covered in the original job order. A second job order will be forwarded this date covering installation of compressed air line and additional acoustical tile treatment.

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e. Telephone Survey:

During the past week physical surveys were conducted throughout the Office of General Counsel, WH/DDP and Machine Records Division, Office of the Comptroller.

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10 February 1955

3C - Space, Maintenance and Facilities

g. Moves:

1. Completed during past week:

25X1A LO/Procurement within Quarters Eye, 2 February
OTR within [] 7 February
25X1A [] Committee within South Building, 7 February
ONE (partial) within South Building, 9 February
25X1A OTR (partial) from [] to Alcott Hall, 9 February
General Counsel within South Building, 10 February
LO/Reproduction (partial) within L and K Building, 10 February

2. Tentative for coming week:

DD/P/WE (partial) within Tempo I, 11 February
Inspector General from Basement Administration and second
floor South Buildings to third floor
South Building, 17 February

25X1A

[]
Chief,
Real Estate and Construction Division

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